

DD/M&S Registry

File

Personnel 15

DD/M&S 74-0525

200-120-1374

MEMORANDUM FOR: Director of Communications
 Director of Finance
 Director of Joint Computer Support
 Director of Logistics
 Director of Medical Services
 Director of Personnel
 Director of Security
 Director of Training

SUBJECT : Monthly Clerical Staffing Requirements Report

In order to assist the Office of Personnel in administering the clerical hiring program, I wish to remind you that each Office of this Directorate is to complete a Clerical Staffing Requirements Report on a monthly basis. These reports are to be completed so that they arrive in the office of the Chief, Clerical Staffing Branch, 332 Ames Building, by the first of each month. It is requested that as much information as possible regarding clerical requirements be included in these reports. Negative reports are required.

John F. Blake

John F. Blake
 Associate Deputy Director
 for
 Management and Services

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